



Foreign Affairs Manual

14 FAH-4 — Diplomatic Pouch and Mail Handbook

Change Transmittal: DPM-6
Date: February 26, 2010

14 FAH-4 H-210 DIPLOMATIC POUCHES

Changes

1. Changes to **14 FAH-4 H-210, Diplomatic Pouches**, include:
 - 14 FAH-4 H-213.1-4, paragraph a: [A] pouch air cargo schedules are published on the A/LM/PMP/DPM Web site under “Unclassified Pouches” “Frequency Schedule.”
 - 14 FAH-4 H-213.2-2, paragraph a: Register [C] pouches using barcode-readable Form OF-120, Diplomatic Pouch Mail Registration, or Form DS-112, Classified Material Receipt.
 - 14 FAH-4 H-214.1-1, paragraphs a and c: See new NOTES regarding zero cases.
 - 14 FAH-4 H-214.3-2, paragraphs a, b, and subparagraph e(2): See new information on securing seals.
 - 14 FAH-4 H-217, subparagraph d(3): ILMS DPM posts must use the system-generated Form DS-3082, Pouch Invoice, for sac vides.
 - 14 FAH-4 H-218: Damaged, unusable pouches must be destroyed at post in such a manner as to prevent reuse for any other purpose.
2. Change transmittal has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *darkmagenta*. Other than formal titles, the italic darkmagenta will be removed the next time

the material is updated. Only current changes will appear in *italic*. *Italic* provides a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-4 H-210 (CT:DPM-2, 05-06-2009; 16 pages) and insert revised subchapter 14 FAH-4 H-210 (17 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DPM-6, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/LM)